

Commission Meeting Minutes

April 26, 2012

Comfort Suites Boise

2906 Vista Avenue, Boise, Idaho

Attendance:

Patricia Eriksen
Mike Jensen
Kent Griffiths, ex officio
Pam McGarry
Jessica Godderz
Lynn Muehlfeit
Tabatha Renz
Kristen Tracy
Hunter Van Bramer
Adrian Wurr
Chris Yorgason
Staff: Jennifer Caprile, Renee Cox, Sue Simmons

On Phone: Cindy Jesinger

Absent: Sheri Blackwood, Tina Naillon, Bruce Stevens, Sister Janice Otis

Welcome: Chair Lynn Muehlfeit welcomed everyone, asked that each attendee on the conference call identify themselves and brought the meeting to order at 9:05 a.m. A brief introduction of the new commissioners was given.

Review and approve business meeting agenda

A motion was made by Chris Yorgason and seconded by Jessica Godderz that the agenda reflect changes that Chair Lynn Muehlfeit proposed, which passed unanimously by voice vote.

Review and Approval of January 19, 2012 Executive Commission Meeting Minutes

A motion was made by Cindy Jesinger and seconded by Adrian Wurr to accept the minutes as written, which passed unanimously by voice vote.

Review and Approval of February 21, 2012 Commission Meeting Minutes

A motion was made by Cindy Jesinger and seconded by Patricia Eriksen to accept the minutes as amended, which passed unanimously by voice vote.

Brief reports were given by:

- Lynn Muehlfeit - Commission Chair
- Renee Cox –
 - Administration: Update on office staffing, Youth License Plates, Idaho Prevention Conference, AmeriCorps outreach directed with retired employees sent via IDOL Human resources 18:30
 - Financial: Documents were distributed reflecting all our accounts and balances were reviewed. Idaho Youth License Plate county match was discussed and Commissioners encouraged to contact their county Sheriff's office. Commissioners need to assist us by 1) educating our communities to purchase plates, 2)

educating community programs that they can have access to this money for their programs and 3) capturing the match at the county level. Mail Youth license plate flier to commissioners & commissioners can educate offices and get Youth plates displayed. Contact Idaho Association of Counties to do presentation on Youth License Plates. Pam to write up and send to Serve Idaho the counties that each Commissioners will be chasing match.

- Program report – Overview of where programs are at in the grant process.
- Sue Simmons - Idaho Department of Labor (discussion of titles of Serve Idaho staff and phone system confusing) Meeting Agenda needs to be posted on the door of meeting location.
- Jennifer Caprile – AmeriCorps Week, May 5-12, 2012- Over view of the programs and projects. Commissioners are encouraged to attend projects in their area.
- Kent Griffiths – VISTA/Senior Corps- various staff turnover and new people coming on board. 10 new positions in cost share positions. Renee Bade connection with Government service-possible conference presenter
- Chris Yorganson - By-laws update- Language has been updated in the By-laws and copies were passed out. Discussion surrounding the Officers of Commission (6.0.1). Lynn is proposing that a change be made to Chair, 1st Vice-Chair and Secretary. Currently it states that there is a Chair, 1st Vice-Chair and 2nd Vice-Chair. Chair suggested language to be added for including voting over phone. Recommend that the language be developed and then voted on in the July meeting. Commission had a discussion surrounding how to fill vacancy due to the resignation of 1st Vice Chair. Motion was made by Chris Yorganson and seconded by Pat Eriksen to appoint Adrian Wurr as 1st Vice Chair which passed unanimously by voice vote.
- Adrian Wurr - 2012 Serve Idaho Conference, Post Falls. Discussion surrounding the conference evaluation and budget. In-kind contribution in association with the conference was just over \$39,000
- Pat Eriksen – Idaho's sesquicentennial- 150th anniversary will be in 2013. Pat has asked the commissioners to go to their communities to ask the mayor's to announce the proclamation and looking for volunteers to sponsor an event in the communities. Please see link: <http://history.idaho.gov/idaho-150> This is a great opportunity to make Serve Idaho visible in your communities.
- Tabatha Renz – Operation: Military Kids- Final push of gathering letters for Hero Packs. We need additional help for reaching our goals. Please contact Tabatha Renz.

Discussion of Commission responsibilities:

- Copies of PSA were distributed and Commissioners are asked to contact local TV stations to run. Serve Idaho can capture the match on the rotation time.
- Due to our limited staff we are asking the Commissioners to assist with match our funds by promoting the Youth License Plates and getting the PSA on local stations.
- Commission is requesting a Secretary for the Commission for the remainder of the year. This position will be part of the Executive Meeting. Motion was made by Pam McGarry and seconded by Chris Yorganson to appoint Jessica Godderz to be the interim Secretary, which passed unanimously by voice vote.
- Commissioners asked to do one AmeriCorps Member review. Please review member directory and contact Renee with member you would like to interview and she will set up interview. May interview over phone or on site.

Discussion was made about future of Serve Idaho's conferences. Ad-Hoc committee formed to review about the 2014 conference prior to the May 31, 2012 which is the State Farm Grant deadline. This committee will include: Chair Cindy Jesinger, Mike Jensen, Pam McGarry, Adrian Wurr, Lynn Muehlfeit, Renee Cox and Jennifer Caprile.

Discussion was made about future of Governor's Brightest Stars Event. Governor's Brightest Star will be held every other year beginning in 2013. Outreach will still need to continue and partner with organizations. We will look at other ways of doing the celebration by tacking on to the conference or partnering with organizations in the different counties.

Serve Idaho Commission Committees were updated and commissioners were asked to be part of two committees.
(See attached matrix of committees)

Committee meeting report-out:

- By-Laws Suggested: Delete Article 8.01 and add additional language "Attendance by telecommunication devices shall constitute presence by a member at all meetings so long as all communications among members of the commission is audible to all attendees of the meeting. Voting by commission members participating by telecommunications will be by roll call vote." Article 11.4 changed wording. Sign needs to be posted at meeting location stating that Commission meeting is open. Motion was made by Pam McGarry and seconded by Adrian Wurr to approve amending the By-Laws as proposed and read by Chris Yorganson, which passed unanimously by voice vote. Commissioners will receive the amended By-Laws 30 days prior to the July Commission meeting for review.
- Marketing Committee: Immediate goal would like to make some new brochures/fliers to engage families. Committee would like to have this created by the end of May. Committee would like to outreach and partner with other agencies to get the word out about Serve Idaho.
- Conference Committee: In the beginning phases and would like to outside participation in committee including representation from Stevens-Henager, State Farm, Health Eating Active Lifestyles. Will begin working on developing tracks and request for proposals. Tentative dates targeted are last two weeks of February.
- Disaster Preparedness – Emergency Volunteer Reception State Plan – Bureau of Homeland Security will make a few changes to the document and will become the state document. This will be released to county coordinators this summer.